



Home of the Tualatin River National Wildlife Refuge

# City of Sherwood

## Library Advisory Board

### MEETING MINUTES

<b>MEETING TITLE</b>	City of Sherwood Library Advisory Board
<b>DATE &amp; TIME</b>	August 20, 2014, 6:30 P.M.
<b>LOCATION</b>	Sherwood Library/City Hall, Conference Room A
<b>FACILITATOR</b>	Christine McLaughlin
<b>NOTES TAKEN BY</b>	Crystal Garcia

#### AGENDA

Items	Person Presenting
1. Roll Call/Introductions	McLaughlin
2. Changes to Agenda	McLaughlin
3. Approval of Minutes	McLaughlin
4. Manager's Report	Doman Calkins
5. Other Business	McLaughlin
6. Adjournment	McLaughlin

#### ATTENDEES

Library Advisory Board	Absent	Council Liaison	Absent
Amy Christie	X	Linda Henderson	X
Jack Hoffbuhr			
Christine McLaughlin		<b>City Staff</b>	
Liz Myer		Adrienne Doman Calkins	
Pat Reisinger		Crystal Garcia	
Diana Stanley		Kristen Switzer	X
Coleen Swihart	X		
Conrad Thomason	X	<b>Guests</b>	
Ashley Korn (High School Representative)	X		

#### MEETING NOTES

## **Roll Call/Introductions**

The meeting was called to order at 6:30 by Chair Christine McLaughlin. Adrienne Doman Calkins introduced herself as the new Library Manager.

## **Changes to Agenda**

Charter Review update added.

## **Approval of Minutes**

Motion to approve the June minutes was made by Jack Hoffbuhr, seconded by Diana Stanley and approved unanimously.

## **Library Manager Report**

- Adrienne Doman Calkins reviewed monthly management reports for June 2014 and July 2014. See attached reports.

## **Library Business & News**

Adrienne reported that Pinn Crawford & Crystal Garcia have been promoted to Librarians.

Efforts to increase adult programming in the Library are underway.

WCCLS is preparing for library levy vote in November 2015. 89% of SPL's budget comes from WCCLS (county) funding. The Friends of the Sherwood Library have historically been the community group supporting library levies. There is interest in the Board having a greater role in publically supporting the levy. Liz Myer serves as liaison between the Friends and the Board.

The Board discussed the High School Representative position. The Board would like to expand the responsibilities of this position so that it might become more appealing to students. Adrienne will research teen usage of the Library and survey other libraries regarding teen representation on library boards in Washington County.

Clarification was offered between "New" books and "Bestseller" books. "New" books do not necessarily have significant holds queues whereas "Bestseller" books do.

The board meeting schedule was discussed and it was agreed that meeting every other month was preferred. The Board will consider meeting monthly as the levy approaches.

Jack Hoffbuhr gave an overview of the five amendments to the Sherwood City Charter that will go before voters in November. Seven amendments were proposed to the City Council and five were approved by Council. The City Charter Review Committee has disbanded and the Board thanked Jack for his time and efforts serving on the Charter Review Committee.

**The next Board meeting will be on Wednesday October 14, 2014 at 6:30pm in the Sherwood Library & City Hall, Conference Room A.**

## **Adjournment**

The meeting was adjourned at 8:05.

# Sherwood Public Library

## Monthly Management Report

### June 2014



Submitted by: Adrienne Doman Calkins, Library Manager

## Contents:

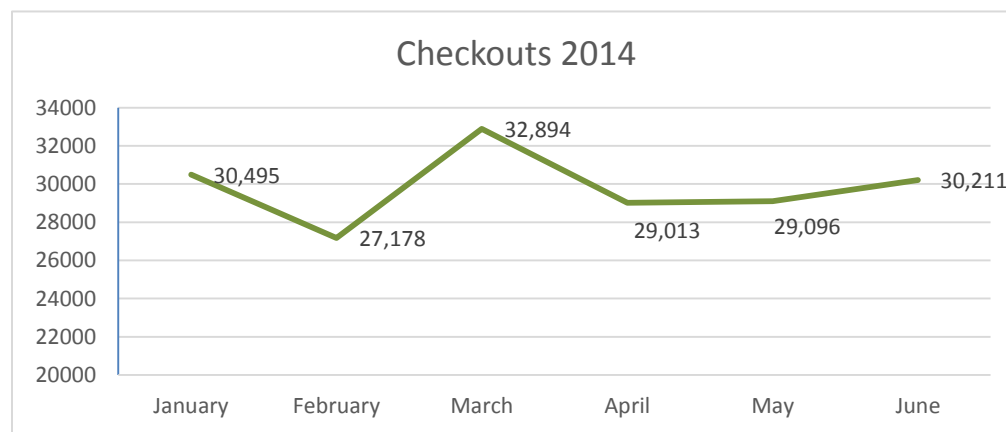
- 1) Statistics
- 2) Programs & Activities
- 3) Service Stories

## Statistics

Monthly Circulation	May 2014	June 2014	June last year	% Change from last year	% Change from last month
Physical check outs & renewals	29,096	30,211	32,081	-5.83%	3.8%
Self-checkouts only	6,712	7,856	7,278	7.94%	17.0%
% @ self-check	23%	26%	23%	14.62%	12.7%
Digital checkouts (Library2Go)	1,035	1,079	n/a	n/a	4.3%
% of total checkouts	3.44%	3.45%	n/a	n/a	0.4%
Total check outs	30,131	31,290	32,081	-2.47%	3.8%
Check ins	21,524	21,657	22,854	4.48%	0.6%

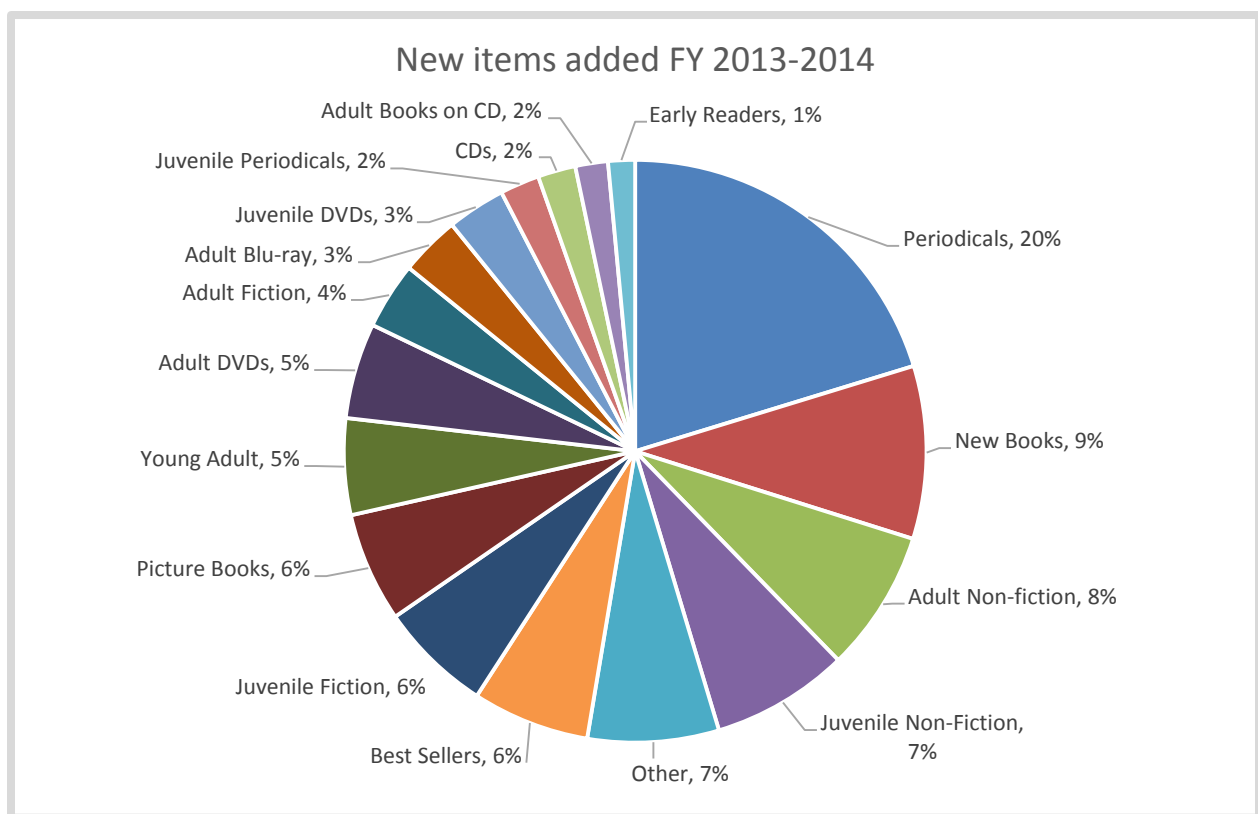
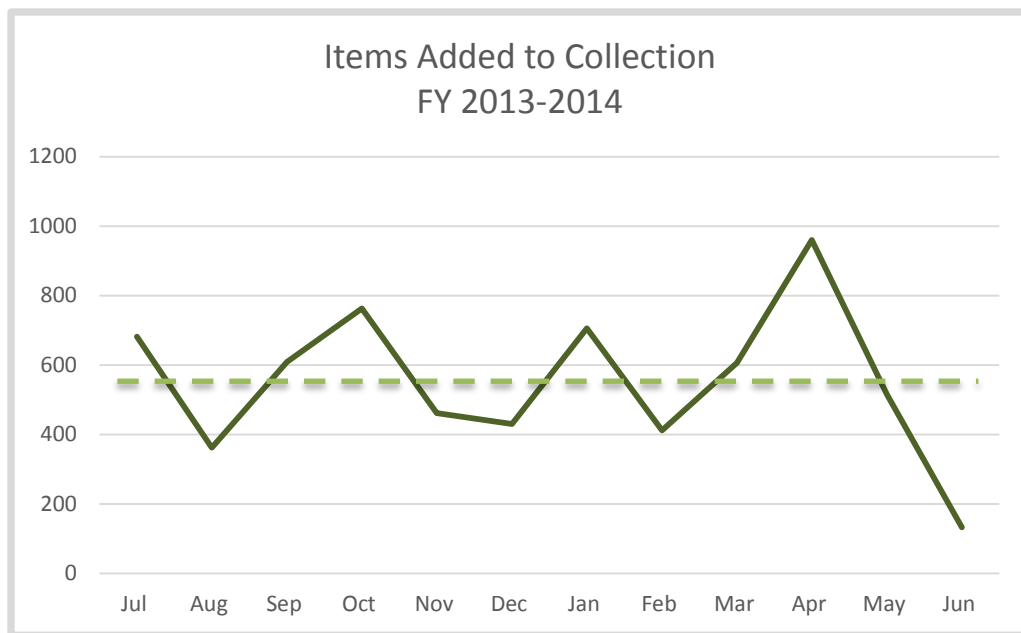
Annual Circulation	FY 2013-2014	FY 2012-2013	% Change
Physical Check outs	367,266	394,889	-7.00%

*Last fiscal year, Sherwood Public Library patrons checked out 367,266 items—the 6<sup>th</sup> highest total of the Washington County Cooperative Library branches.*



*Sherwood patrons checked out an average of 1.23 items per capita, an average of 20 items per patron last fiscal year.*

Collection Development	May 2014	June 2014	FY 2013-2014	Monthly avg this year	FY 2012-2013	% Change from last year
Count of items added	515	133	6,740	562	7,233	-7%



Monthly Patrons	May 2014	June 2014	FY 2013-2014	FY 2012-2013	% Change from last year	% Change from last month
New library cards	91	170	1,252	1,301	-4%	46%
New Library2Go users	23	54	494	n/a	n/a	57%

Volunteers	Hours	Equivalent FTE	# of volunteers
Bulletin Board	2.75	0.02	1
Checkin (returns)	64.5	0.37	10
Checkin (tasket processing & holds)	53.75	0.31	8
Clerical/office asst	8.5	0.05	1
Requests to fill	31.25	0.18	5
Shelving	8.75	0.05	1
Summer Reading Asst	2.5	0.01	1

Checkin total	118.25	0.68	18
<b>Grand Total</b>	<b>172</b>	<b>0.99</b>	<b>27</b>

## Programs & Activities

### Youth Programs:

- Saturday, June 7: Summer Reading Kick-Off—72 people
- Wednesday, June 11: DIY Craftshop: DIY Bulletin Boards—2 teens & 4 adults (6 total)
- Monday, June 16: Summer Crafternoon: Summer Crafts—55 children & 32 adults (87 total)
- Tuesday, June 17: Summer Reading Event: Jugglemania, Rhys Thomas—192 people
- Monday, June 23: Busy Builders—25 children & 12 adults (37 total)
- Tuesday, June 24: Summer Reading Event: Border Collies International—304 people
- Saturday, June 28: Saturday Family Storytime—"Dr. Seuss" theme—17 children & 11 adults (28 total)
- Baby Storytimes, every Thursday: 49 people
- Toddler Storytimes, Tuesdays (2x), Wednesdays & Thursdays: 351 people
- Preschool Storytimes, Tuesdays & Wednesdays: 210 people
- NOTE: No storytimes during the first week of June.

Total participants: 1,441

### Outreach:

Friday, June 6 @10 AM: St. Francis Catholic School—The 2nd and 3rd grade students visited the Sherwood Public Library and signed up for Summer Reading.—38 children & 4 adults

Monday, June 9 @ 10:30 AM: St. Francis Catholic School—Tracy visited the school's media center to talk about Teen Summer Reading with the 5th, 6th, and 7th grade students.—59 teens & 4 adults

Total participants: 105

## Contests:

### Summer Reading Guessing Games—for Ages 17 & Under

Week One: 128 entries

Week Two: 222 entries

Week Three: 209 entries

Week Four: 298 entries

Week Five: 143 entries

Total entries: 1,000

## Other Activities:

- Pam North retires after 18 years at the Sherwood Public Library and eight years as the Library Manager.
- Summer Reading for Youth & Adults began June 7<sup>th</sup>.
- Magazine Monday (free magazine giveaway)
- Library Manager position offered to Adrienne Doman Calkins, to start July 14<sup>th</sup>.

## Service Stories

A winner from the Adult Summer Reading program: *"I've challenged myself to read twice as many books (so eight this year) during this summer's reading program, and I'm currently on #4."*

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The following is excerpted from the Sherwood Gazette: <http://www.pamplinmedia.com/sg/77-news/225383-86011-sherwood-librarian-ready-to-turn-page>

After 18 years with the Sherwood Public Library, Pam North retires

by: GAZETTE PHOTO BY RAY PITZ - Pam North is ready to turn the page as she retires from Sherwood Public Library after 18 years, the last eight spent as head librarian.



When Pam North began her duties as a part-time assistant for the Sherwood Public Library in 1996, the library was housed in a cramped space next to the Sherwood Senior Center. At the time, circulation was 74,399 items in a building that would later serve as a church. Fast forward to 2014, and the spacious new library now checks out 137,406 items a year in a sprawling building that includes Sherwood City Hall on its top floor.

Now, after 18 years — the last eight spent as head librarian — North is retiring.

"When I started, we had VHS tapes," recalled North about the old building. "We did not have Internet. We brought in Internet about six months after we opened."

A technical writer working for Clackamas County for 13 years before arriving in Sherwood, North went back to school while working at the library, earning a degree in library science from Emporia State University.

When the city approved plans in 2002 to start building a new library, citizen focus groups got together, headed up by both North and then head librarian Ann Roseberry, and a variety of other people, to determine a funding source and what the footprint of the building would look like.

North praised Roseberry's work and vision for dreams of a new library into a reality.

"She was the driving force behind this building," North said.

The city then hired THA Architects out of Portland to design the library.

"We were very fortunate that they had worked on a lot of libraries," said North.

In the end, the space allowed not only the library to locate on most of the bottom floor but was able to house City Hall offices on its second story as well.

North recalls that architect Thomas Hacker told library staff that once the building was completed, they would come in each day and automatically look up at the massive arched ceiling and wooden beams.

"It's still, after these years, truly a magnificent structure," North said. "I think it's breathtaking."

Over the years, North said the changes in technology have made the library system better, recalling that not so long ago, the library catalog was housed on an old Dynix Automated Library System computer that showed only white letters on a black screen. Before that, searching for books involved sorting through card catalogs found in hardwood chests.

Still, while the surge of the Internet has changed how patrons seek out reference materials, the library is still there to provide assistance.

"We still offer reference service," she said. "We're much better trained than Google is."

During North's tenure, there hasn't been a huge increase of staff, which hovers around a total of 13 to 14 full- and part-time people, who are "extraordinarily efficient" and are a wonderful staff, she said.

In addition to its regular staff, the library and North have relied on about 30 regular volunteers who help check in books and pull holds each day. North also has had the support of the Friends of the Library, a volunteer group that recently donated a video reader board, which can be found in back of the checkout desk.

Meanwhile, City Manager Joe Gall said North will be missed.

"Our organization is blessed with many talented staff, and I hold Pam as one of our best," he said. "We will miss her leadership in the Sherwood library and wish her the best in her upcoming retirement."

# Sherwood Public Library

## Monthly Management Report

### July 2014



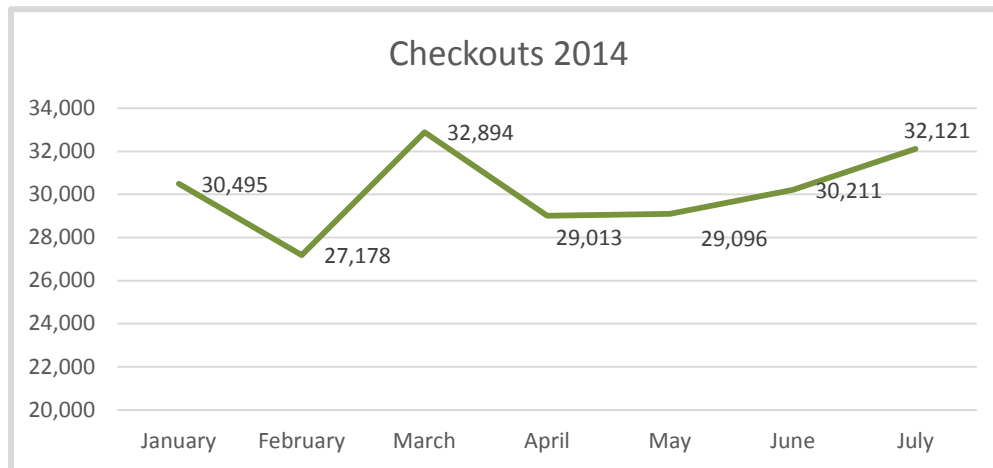
Submitted by: Adrienne Doman Calkins, Library Manager

## Contents:

- 4) Statistics
- 5) Programs & Activities
- 6) Service Stories

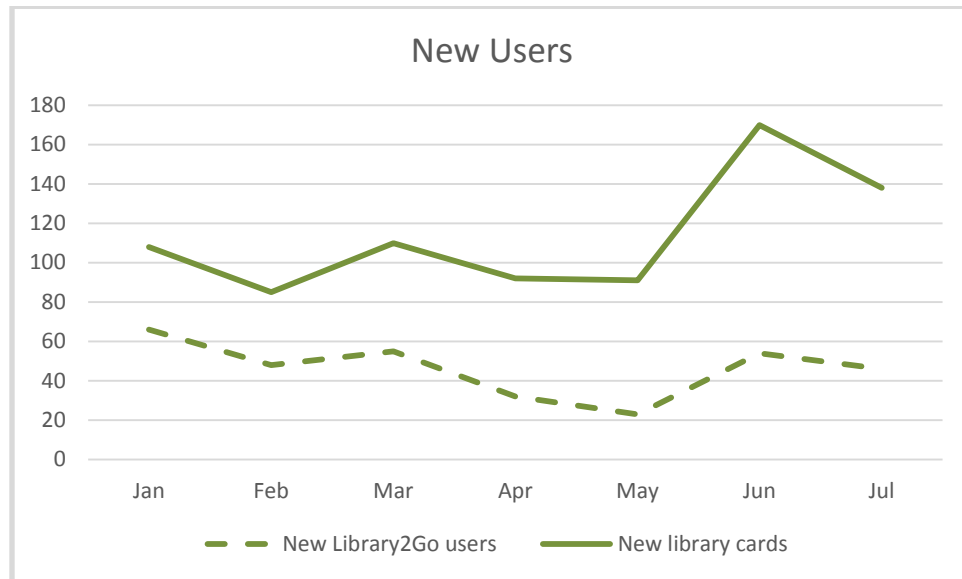
## Statistics

Monthly Circulation	Jun-14	Jul-14	July last year	% Change from last year	% Change from last month
Physical check outs & renewals	30,211	32,121	34,956	-8%	6%
Self-checkouts only	7,856	7,921	7,837	1%	1%
% @ self-check	26%	25%	22%	10%	-5%
Digital checkouts (Library2Go)	1,079	1,143	n/a	n/a	6%
% of total checkouts	3%	3%	n/a	n/a	0%
Total check outs	31,290	33,264	34,956	-5%	6%
Check ins	21,657	23,878	25,489	-6%	10%





Monthly Patrons	Jun-14	Jul-14	% Change from last month	July last year	% Change from last year	Monthly avg this year
New library cards	170	138	-23%	119	14%	113
New Library2Go users	54	46	-17%	40	13%	46



Collection Development	Jun-14	Jul-14	FY 2013-2014	Monthly avg last FY
Count of items added	133	518	6,740	562

Volunteers	Hours	Equivalent FTE	# of volunteers
Bulletin Board	3	0.02	1
Checkin (returns)	60.25	0.35	9
Checkin (tasket processing & holds)	50.5	0.29	8
Clerical/office asst	8.25	0.05	1
Requests to fill	29.5	0.17	5
Shelving	9	0.05	1

Checkin total	110.75	0.64	17
<b>Grand Total</b>	<b>160.5</b>	<b>0.93</b>	<b>25</b>

## Programs & Activities

### Youth Programs:

- Tuesday, July 1: SR Event: Reptile Man, Rich Ritchey—265 people
- Tuesday, July 8: SR Event: Red Yarn Puppet Band—171 people
- Tuesday, July 15: SR Event: Mad Science—Spin, Pop, Boom!—186 people
- Monday, July 21: Summer Crafternoon (beach crafts)—16 children & 8 adults (24 total)
- Tuesday, July 22: SR Event: Charlie Brown Juggling Show—210 people
- Saturday, July 26: Saturday Family Storytime—“Anna Dewdney” theme—10 children & 7 adults (17 total)
- Monday, July 28: Busy Builders—12 children & 6 adults (18 total)
- Tuesday, July 29: SR Event: Rick Huddle, Storyteller—126 people
- Wednesday, July 30: Ugly Stuffed Creations Workshop—11 teens
- Baby Storytimes, every Thursday: 56 people
- Toddler Storytimes, Tuesdays (2x), Wednesdays & Thursdays: 609 people
- Preschool Storytimes, Tuesdays & Wednesdays: 378 people

Total participants: 2,071

### Contests:

#### Summer Reading Guessing Games—for Ages 17 & Under

- Week Six: 181 entries
- Week Seven—Sherwood Ice Arena Raffle: 126 entries
- Week Eight: 178 entries
- Week Nine: 136 entries

Total entries: 621

### Summer Reading Sign-Ups:

- Children—984
- Teens—226
- Adults—312

Total youth 1,210

Grand total 1,522

### Outreach:

- Washington County Fair, WCCLS table (Constance Dorreman)

#### Other Activities:

- Pinn Crawford & Crystal Garcia, former Library Assistant IIs, have been promoted to Librarians, effective July 1st. Both will be working on additional adult programs, outreach and projects, as well as providing reference services.
- The library was closed on July 4<sup>th</sup> for Independence Day.
- Adrienne Doman Calkins began as new Library Manager on July 14<sup>th</sup>.
- Summer Reading for Youth & Adults continues
- Magazine Monday (free magazine giveaway--ongoing)
- Displays: National Geographic, Literary Elements (Adult Summer Reading program), Maya Angelou memorial
- Staff trainings:
  - WCCLS intro with Eva Calcagno (Adrienne)
  - Budget intro with Julie Blums (Adrienne)
  - CommunityConnect (Community Needs Analysis tool), (Adrienne)
- Meeting attendance:
  - WCCLS Policy Group (Adrienne)
  - WCCLS Users Group (Jenny)
  - WCCLS CircUs (Jenny)
  - City Council (Adrienne)
  - Adrienne began meeting weekly with supervisors and with each staff for one-on-one meetings.

## Service Stories

From Myra Combes, Library Page: *As I was shelving Picture Books one day a young boy of maybe 4 or 5 approached me to ask what I was doing. I explained to him that I was putting books back on the shelves so that they would be available for other kids to use. He listened and then just a moment later I heard him tell his mother what I was doing, and added "I love that lady!"*